



County of San Diego, Planning & Development Services

PARCEL RESEARCH TOOLS & APPLICATION FORMS ARE ONLINE

ZONING DIVISION

1. BUILDING DIVISION

Building Permit information, forms, submittal info and handouts are available at the link below:

<http://www.sandiegocounty.gov/content/sdc/pds/bldgforms.html>

2. ZONING DIVISION

Use our **Discretionary Permit Time and Cost Guide** to get an idea of how much the County portion of your project may cost. <http://www.sandiegocounty.gov/content/dam/sdc/dplu/docs/cost-schedule-summary.pdf>

Discretionary Permit Types and Application Forms: Please use the link below to access Permit Types and Application Forms. <http://www.sandiegocounty.gov/content/sdc/pds/appforms.html>

Permit Types: provides a list of permit specific Fee Summary Sheets which include, information on fees, initial deposits, processing notes, information and links to application forms for each type of Discretionary Permit.

Application Forms: Use these forms when submitting discretionary permit applications.

The Current Fee Ordinance and Schedule may also assist you in determining the costs associated with your discretionary permit application.

3. ZONING AND GENERAL PARCEL INFORMATION

Planning & Development Services has a number of Self-Service Reports available for public use. A list of available reports along with a description of the information included on each report is provided at the following link: <http://www.sandiegocounty.gov/content/sdc/pds/reports.html>.

For instructions on how to obtain a Property Summary Report using your 10 digit assessor parcel number, you may also use the direct link to the Property Summary Report below. This information will aid in preparing plans for the submittal of a building permit application including general parcel characteristics, zoning information, seismic design info, unresolved parcel flags, districts, flood, fire hazard severity, agencies, climate zones and more. http://www.sandiegocounty.gov/content/dam/sdc/pds/docs/property_summary_report_flyer.pdf

4. PARCEL DEVELOPMENT AND ENVIRONMENTAL INFORMATION

For instructions on how to use the Initial Study Research Packet to obtain preliminary parcel development and environmental information for properties, including property maps, general plan and zoning information, please follow the link below.

http://www.sandiegocounty.gov/content/dam/sdc/pds/docs/guidance/ISRP User Guide_Public.pdf

5. REVIEW AND PRINT COPIES OF PARCEL MAPS AND FINAL MAPS

Project information for permit applications is available online at: <http://www.sandiegocounty.gov/pds/>

- On the **"Popular Services"** menu on the right-side of the page select: **"Survey Records System"**.
- At the **"Survey Records System"** page, click on the image of the world to search.

- You will be directed to a page with a map. On the left-side of the screen the search options will be defaulted to "**Document Search**" and further down "**By Shape**". Please change this to: "**By Type**".
- Click Drop-down Menu: Choose either "**Parcel Map**" or "**Subdivision Map**" or "**Record of Survey**".
- Under the next line: fill-in the 5 digit Parcel Map or Subdivision Map or Record of Survey number.
IMPORTANT: There must be one (1) blank space between the "**PM**" or "**MAP**" and the number. The number must be 5 digits. If the Final Map or Parcel Map number is less than 5 digits, you must add a 0.
EXAMPLES: For **PM2345** use **PM 02345**, for **MAP1455** use **MAP 14550**, for **Record of Survey 3045** use **03045**.
- Click: "**Search**".
- Under the "**Add to Shopping Cart**" link, select either "**whole document**" or "**individual pages**" to download and print.
- **OR** you may choose to "**view**". You must use the "**pan**" function to move the blue square to clarify portions of the document. You can also zoom in or out for more clarity.

6. ACCELA CITIZEN ACCESS

The Accela Citizen Access system enables you to research permits, apply for some permits, make payments and obtain other Planning & Development Services information through a single website. The link below contains help guides on the services provided and how to use the system.

<http://www.sandiegocounty.gov/content/sdc/pds/AccelaUpdates.html>

7. CONTACTS

If you have questions, on how to check the status of your record via Accela Citizen Access, ***please contact the department where your record originated.***

Department of Environmental Health

(DEH): (858) 505-6700

Department of Public Works

(DPW): (858) 232-6837 (Kamilah James)

Planning & Development Services

(PDS): (858) 565-5981 (Monday - Friday 8:00am - 11:45am)

Agriculture Weights & Measures

(AWM): (858) 694-2739

Air Pollution Control District

(APCD): (858) 586-2600